Supply Chain Planning & Order Management Specialist

As Supply Chain Planning & Order Management Specialist you will be responsible for managing demand planning processes and order desk activities in close collaboration with Sales, Finance. The role ensures accurate demand forecasts, efficient order processing, cost control, and timely reporting to support business performance and supply chain efficiency.

Key Responsibilities:

- Prepare and align regional demand plans based on inputs from Sales, Marketing, and Finance.
- Consolidate and finalize demand plans in Excel, ensuring accuracy and consistency.
- Regularly review and agree with Sales and Marketing on the list of stock items to be maintained in inventory.
- Monitor forecast accuracy and propose corrective actions to improve planning performance.
- Create and process Sales Orders (SO) in SAP.
- Create Purchase Requisitions (PR) in SAP based on demand planning requirements.
- Monitor open Purchase Orders (POs) and proactively follow up to reduce delivery lead times.
- Coordinate to confirm readiness and expected delivery dates.
- Prepare and maintain reports on open Sales Orders, expected deliveries, and ready shipments.
- Produce monthly reports on open Purchase Orders by country and expected delivery schedules.
- Review planning accuracy reports and recommend improvement actions.
- Monitor and report on slow-moving items and propose actions to meet business targets.
- Track open POs and initiate consolidation actions when required.
- Represent the Supply Chain function in demand planning meetings and business reviews.
- Communicate with Supply and APAC teams regarding lead times and stock availability.
- Lead and facilitate Sales & Operations Planning (S&OP) meetings and ensure minutes and action points are documented.
- Maintain regular communication with internal departments and customers regarding demand plans and order status.
- Ensure compliance with relevant laws, company policies, and industry standards.
- Assess, monitor, manage, and escalate potential risks within your area of responsibility.
- Support continuous improvement by seeking more efficient and effective ways of working aligned with strategic goals.
- Demonstrate flexibility and a willingness to embrace new challenges and additional responsibilities as needed.

Qualifications:

- Bachelor's degree
- **Minimum 3 years of experience in Supply Chain or related roles** (Demand Planning, Order Management, Logistics).
- Experience with demand planning and order processing activities is required.
- SAP knowledge is a strong advantage.
- **Advanced Excel skills** (very good knowledge required).
- **Fluent English** (spoken and written)

- **Strong reporting and data analysis capability.**
- Highly organized with strong attention to detail.
- Strong communication and coordination skills.
- Ability to work cross-functionally with different departments
- Proactive and solution-oriented mindset.